

44-16886

EPD 0485-59
Copy 1 of 7
19 January 1959

MEMORANDUM FOR: Chief, Finance Division

THROUGH : Comptroller

25X1A

SUBJECT : Increase in Imprest Fund - [REDACTED]

REFERENCE : SAC - 5266 dated 16 April 1956

1. An imprest fund in the amount of \$2,500.00 was established under the custodianship of subject employee in response to the request contained in reference for the purpose of purchasing transportation for personnel required to depart on extended trips at a moment's notice. Due to the increased number of persons now traveling for this activity the \$2,500.00 is insufficient to cover needs of the office. It is therefore requested that under the provisions of Para. 9, [REDACTED] approval be granted to increase the imprest fund to \$6,000.00.

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2. The designated custodian will continue to be [REDACTED] and during his absence the alternate custodian will be [REDACTED] replaces [REDACTED] as alternate custodian.

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3. At such time as the need for this increased amount subsides the imprest fund will be reduced commensurate with the requirements.

[REDACTED]
Comptroller, EPD-DD/P

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Approved

[REDACTED]
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Distribution:

- 0 & 1 - Addressee
- 3 - Proj. Pers. File [REDACTED]
- 4 - Proj. Pers. File [REDACTED]
- 5 - Imprest Fund (Finance)
- 6 - Reading (Finance)
- 7 - Chrono. [REDACTED]

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[REDACTED] 19 January 1959